

Pastoral Parish Council Meeting.....April 12, 2021

Attendees:

Kathy Greene, Chairperson

Elaine Brehm, Secretary

Rudy Gomez

Henry Glowiak

Consuelo Gomez, Office Manager

Lou Hinds

Father Michael Imperial

Father Mike opened the meeting with a prayer.

Approval of March 9, 2021 Minutes: Henry Glowiak motioned to accept and Kathy Greene seconded the motion.

Hispanic Ministry Report: There is no report as the Hispanic Ministry has not had a meeting.

Parish Safety Issues: Lou Hinds

A Safety Review of all of St. Peter's structures was done on February 16 and 17 by Lou Hinds and Henry Glowiak. (See the attached summary for complete report.) Discussion and suggestions for resolutions as follows:

ANEC will be contacted to see if a security light can be installed at the dark area on left side of church.

Administration Office Area: It was recommended that existing carpet which has been flooded several times by lavatory effluent, be removed and replaced with a solid flooring. Locks on both office doors should be replaced.

It was noted by Lou that there is an odor from the water tank probably caused by the sulfur in the water.

Ongoing repairs and addressing all the safety and esthetic improvement measures noted will continue. A team of volunteers will repair the Rectory's screened-in porch. A quote for the painting of the inside of the Rectory has been received from David Perez.

It was suggested a Maintenance Manual should be developed.

There is a general parish clean-up scheduled for April 24.

All of the remaining suggestions in Lou and Henry's comprehensive report shall be completed mostly by volunteer committees. Where professional help is required it will be obtained as funds become available.

Father Mike thanked Lou and Henry for the excellent Safety Inspection they conducted.

Brainstorming for Community Activities.....Father Mike

Father reported that the isolation because of Covid 19 restrictions has been extremely difficult for the young people with some of them reaching a crisis point. Father will be developing more inclusive activities for the youth of the parish. Monthly bonfires, barbecues, and a summer tournament for soccer and volleyball will be started. There will be youth encounters for the older children to help them explore options for their future. It is recognized that our yearly parish picnic is greatly needed.

There will be a celebration of long time parishioner Blanch West's 100th birthday on May 18th at her residence. The parish is invited to participate.

An ecumenical gathering with other area churches will be held in Onley Park.

Sign up for mass reservations will be discontinued after the weekend of April 17, 18th. Seating will continue on a first come, first serve basis with continuing social distancing and wearing of masks.

Concerns and/or Items of Importance:

Henry Glowiak suggested having youth gatherings and bonfires several times throughout the year. Lou will investigate purchasing a new firepit.

Consuelo Gomez announced the long handled collection baskets will be used in masses.

There was a discussion whether to resume having two lectors at masses but this was tabled until existing Covid restrictions are relaxed. There will continue to be two lectors at the bi-lingual masses.

The Finance Committee informed the council that \$15,000 was collected in the Easter Season!

Rudy questioned whether the parking lot should be graded. Lou will approach Mike Bogden to inquire whether he could help with this project.

Elaine questioned whether there had been follow up of a previously discussed purchase of NO GUNS decals for the doors of the church. The idea has been tabled at this time due to complicated legal issues.

Elaine also questioned whether the Food Sale items sold by the Hispanic women after Sunday masses could be listed in the narthex in English as many non-Hispanic parishioners would better understand exactly what was for sale.

There was a discussion about the follow up of the purchasing or leasing of land from T & W Block. Henry reported this action had been tabled during the Covid pandemic. Henry will enlist the aid of parishioner Jane Reagen who is a personal friend of Genevieve Walker in pursuing this action.

The meeting was closed with a prayer by Father Mike.

Next Meeting: May 3, 2021 at 6:30 , P.M.

Minutes Verified by Kathy Greene  Chairperson

Summary
“Self-Inspection Report”
For
St. Peter the Apostle Catholic Church
Onley, Virginia

A self-inspection safety review for St. Peter the Apostle Catholic Church was conducted on February 16 & 17, 2021. Facilities inspected were the; Church proper, the Administration/Office area, warming kitchen and associated storage closet, Parish Hall, Religious Education Building, Rectory, 3 storage sheds, and open-air pavilion. For each of these areas/buildings a separate Catholic Mutual Group – CARES – “Self-Inspection Report” was completed. The finding of each self-inspection review will be detailed separately below. However, before detailing each self-inspection report, a few common safety concerns were found throughout the inspection. Those I will detail next:

- A) I think it comes as no surprise that storage is limited or nonexistent in different facilities. Compounding this issue, well intentioned parishioners wishing that their surplus of clothes, food, furniture, etc. go to a good use, *bring those items to the church, and “drop them off.”* This leads to, at the lowest level, cluttering of gathering spaces, to, significant safety issues such as tripping hazards and blocking of emergency exit doors. As a church community we need to deal with this issue.
- B) All existing guttering on church facilities are subject to falling debris such as twigs, leaves, and pine needles. This leads to clogged gutters and drainage pipes. Which at a minimum leads to water accumulation around buildings and at the worst structural damage to roofs and interior wall surfaces. At least once a year all gutters should be inspected and vegetation debris removed. It is recommended that a “gutter guard” system be installed to all gutters to reduce the possibility of clogging.
- C) Staff and volunteer knowledge is critical to the daily safe operations. It is recommended that all full time staff and full time volunteers learn where “critical” safety items such as fire extinguishers, electrical panel boxes, AED, First Aid supplies, and water cut offs, etc. are located and how to operate them. The inspection team would like to recommend that a twice a year “Safety Review & Education Day” be implemented to review safety and security procedures for employees and volunteers.
- D) Although, current parking lot lighting is excellent we still have “dark areas” around our parish facilities. This has led to two break-ins into our new church. Since those break-ins security has improved but the need for better lighting to the south side of the new church and the parking area near the religious education building is still needed. Additionally, repair of existing lighting over the Kitchen and Parish Hall exits is required.

Individual Self-inspection Reports:

- 1) Church/Worship Center: Being new, the Church is in very good condition. Except for not having lightning rods it passed all safety checks. Lightning rods were discussed during the construction of the building but it was decided that they were not necessary and in the case of a lightning strike may cause more harm than good. Additionally, entrance mats must be constantly monitored to make sure they are lying flat. If a mat is found to be wet and must be dried it is best if this is done behind the church across the split rail fence. We should never use the hand rails coming up the steps of the church. It is obvious that this makes the hand rails inaccessible for their intended use. The issue of storage as described above is prevalent in all closets and work areas of the church. A new storage closet in the loft of the church is under development. A new door has been installed but lighting and flooring still needs to be completed. Due to covid-19 restrictions this project has been temporarily sidelined. However, I now recommend that this project continue and be brought to completion. ★

The loft in the church is the only major storage area available to store seasonal church decorations. Additionally, this area functions as a changing area for Altar Servers, Audio/visual projection (Facebook), and storage site of parish archives. It is critical that this area remain uncluttered and not used as a “catch-all” for single use, or, one time church activities. A small group of parishioners should be appointed to care for the loft area ensuring that this area remain uncluttered and making recommendations for it use.

The heating plant, attached to the rear of the church, was in fair condition with no major safety concerns. This areas remains damp but that is a factor of elevation and not easily remedied. However, it was noted that, during the demolition of the old church water conditioning units considered “usable” were stored here. It is time to dispose of these items and thereby providing space for stainless steel storage shelving for heating and air conditioning supplies.

- 2) Administration/Office area: In general this area met all safety requirement however, some renovation is required. At least twice in the last year the office has been flooded by sewer water from the restroom facilities. Although the area has been dried the carpet needs to be replaced. This action may lead to an expanded discussion as to what renovations need to be undertake to make this work space more efficient and welcoming to all who visit. Due to volume of administrative work that takes place in this space cluttering is an issue and could be a safety issue if not constantly attended to. The door lock between the kitchen and office does not function correctly. A recommendation of this review would be to replace locks on both office doors.
- 3) Warming kitchen and storage closet: The warming kitchen has just been renovated and new appliances installed. It was in very good condition. Thank you to the Ladies Auxiliary and the volunteers that made this project possible. We will need to place an

exit sign over the door and replace the door mat at the entrance. A small 5 lbs. wall mounted dry chemical extinguisher should be located in the kitchen. Additionally, a lightweight replacement fold-up window/covering between the warming kitchen and Parish Hall must be replaced. The existing covering is unsightly and a safety problem to secure in the "up" position for many of our users.

The storage closet off the kitchen was tidy but it is a battle to keep it this way. First and foremost we must keep the area in front of the electrical panel free from clutter such as brooms, mop and buckets, boxes, etc. and a clear pathway to this panel box must be kept open. In several instances this has not been the case. Supplies that arrive must be immediately stored in their appropriate storage locations. Boxes must not be allowed to accumulate and become an obstacle to maneuver around during an emergency. A sign should be placed on the entrance door alerting people to the fact that there is a fire extinguisher located just inside the door.

- 4) Parish Hall: In general the Parish Hall met all of the safety requirements. However, the addition of a carbon monoxide detector would be appropriate in the hall since the two self-contained gas heating units are located in this room. Also, constant monitoring of the entrance mats to make sure they lie flat is advisable.

A problem/concern as described in the opening statement of this review is the use of the Parish Hall and associated closet "as storage." The storage closet has always been used for the storage of tables and chairs used in the Parish Hall. Additionally, several cabinets have been installed that support parish functions and the serving of meals. However, over the years this space has become a "catch all." It is impossible to conduct seasonal inspections and maintenance of the cooling system due to the amount of stored "materials" in this space. Control measures should be put in place to reduce/eliminate this problem.

Lastly, it has been suggested by parishioners that we should remove the existing drinking fountain. Their concerns came about because of the Covid-19 pandemic but this unit is very old and may not meet current regulations for public water distribution. Currently we have the unit covered and it is not in use. However, as covid-19 restrictions are lifted we need to consider if this unit will be put back into operation. It is recommended that unit remain covered and not used until its overall safety can be certified by a professional. If it is determined that the use of this unit will be discontinued then we will need to find an alternative way of providing potable drinking water to our parishioners.

- 5) Rectory: In general the rectory was in fair condition. It met most of the safety criteria in the self-inspection report. However, several safety concerns need to be addressed:
 - a) Handrails need to be installed on the south side steps leading to the lawn area between the Rectory and the Religious Education building. This is a project left over

from a previous safety inspection and should be top priority. Additionally, the north side emergency exit steps need maintenance and painting. Consideration should be given to providing hand rails down the step from the west side screened porch.

- b) Fire extinguishers need to be hung in accessible visible locations. A small 5 lbs. wall mounted dry chemical extinguisher should be located in the kitchen.
- c) The overhead lighting leading down the north side emergency exit steps needs repair or replacement.
- d) Yearly spring and fall maintenance of the gutter system must be conducted, or, a leaf guard coverings be installed.
- e) New vinyl floor covering is needed in the utility/laundry room.

In addition to the safety concerns listed above it is the opinion of the inspection team that the entire rectory needs to be completely painted, install new carpeting and vinyl floor covering, and explore replacing bathroom tubs, sinks and fixtures. Additionally, this spring a work team should be organized to repair the screened porch.

- 6) Religious Education Building: In general the Religious Education Building was in good condition. It met most of the safety criteria in the self-inspection report. The one **glaring exception was the storing of chairs in an emergency exit. This must never happen!** In fact, the two rear exits both had materials such as chairs, large crosses, etc. stored around or in them that would or could cause a problem in an emergency evacuation. This problem has been rectified but those that caused this issue must be contacted and told never to do this again.

Constant monitoring of the entrance mats to make sure they lie flat is necessary. Eventually, carpeting in this building will need to be replaced.

- 7) Storage Sheds (3): As their name implies these are storage sheds. However, each is under a different ministry and therefore in varying states of upkeep or maintenance.

The least cluttered and best kept storage unit is that of the Migrant Ministry. There is no problem with this shed.

Access into the Hispanic shed was impossible. At the time of inspection, materials for food sales which are vital to our Church's social and economic wellbeing were placed at the entrance because access inside was unachievable. This shed needs to be emptied and shelving and/or cabinets installed for better organization and safety.

The Knights shed located behind the rectory needs new locks. At the time of inspection I could not gain access into this building. However, it was noted that major cleanup is needed around the building. Vegetation has encroached on the building and must be cut back. Additionally, ministry projects like crosses (for living Stations of the Cross) have

been piled up against the building creating an unsightly mess. A complete cleanup all the way around this building is required.

- 8) Open-air Pavilion: The pavilion in my estimation is in good shape. Those necessary safety fixes identified in the last safety review had been completed. **Good job!** In this most recent inspection I noted that 1 of the ground fault electrical fixtures was not working properly and both had no weather/rain shield covers. One action item would be to **install 2 new ground fault electrical outlets with rain covers.** Also, removing debris (stick, leaves and pine needles) from the roof of the building would probably go a long way to extending the life of the building. Vegetation debris left over from the fall and winter under the pavilion can be cleaned up during the annual spring cleanup.

As a side note, during the safety inspection I noted that the old base that held the statue of Mary is located behind the Religious Education building. At some point maybe during the spring cleanup this base should be broken up and removed.

This report is submitted by:

Louis Hinds _____

Henry Glowiak _____

Approved by:

Father Mike Imperial: _____